

DEPARTMENT HEADS AND DIVISION CHIEFS

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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No.: 235-2

Title of Position: Senior Clerk/Cashier

Vacancy exists in the Finance Department/City Collection Division.

Salary Range: \$17.75 - \$22.48 per hour/35 hours per week

Date Posted: August 22, 2016

Deadline for Applying: September 2, 2016

Remarks: This is a Classified/Bargaining Unit Position.

Examination Weight: 60% Written/40% Oral

Statement of Duties: Under the general supervision of the Deputy Tax Collector receives and accounts for tax payments to the City. Duties include receiving payments at counter from taxpayer; applying payments to correct accounts; processing credit card payments online and at counter; processing checks online; manage lock box processing; preparing deposit of individual drawer; opening mail tax payments and collating for proper application; processing mail payments; answering taxpayer inquiries received in person, by telephone or mail; assisting in the collection of water and sewer usage payments; filing and record keeping; performing related work as required.

Education & Experience: Such as may have been gained through graduation from a standard high school with one year related experience and/or training; or any equivalent combination of education and experience.

T.D.D. 739-9150 Telecommunications Device for the Deaf

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER